U.S. General Services Administration

Federal Acquisition Service

Acceptance Information Document

GSA Training Module developed for IWAC RBA Extension Project

Acceptance Information Document Training Module Overview

Description: This training module will take you step-by-step through the Acceptance Information Document (AI) module in the Regional Business Application (RBA) IT-Solutions Shop (ITSS) component.

Navigation: If the tutorial opens up in your web browser, simply click your mouse or your space bar to advance to the next slide. Use the "Backspace" key to go back. If the tutorial opens in the PowerPoint application, click on "F5" to view the tutorial. Use the spacebar or click your mouse to advance to the next slide. To go back, click on the "Backspace" key.

Acceptance Info Doc Glossary

Term	Definition
Acceptance Info Doc	Invoice acceptance form in ITSS. Contractors submit this form indicating how much they will be invoicing for the order/task item, or for a particular service month. Clients can accept, partially accept, or reject the amount submitted by the contractor. GSA can accept/partially accept on Client's behalf.
FSC	Financial Services Center. The FSC uses ITOMS to process invoices for RBA orders.
VITAP	GSA Finance's Invoice Processing Management system.
Imported Invoice	An invoice document imported into the RBA from VITAP. In the RBA, Acceptance Information documents must match to Imported Invoices in order to continue processing and payment. Imported invoices are brought into RBA as lump sums and must be broken out by task item before processing.
Final Authorization	GSA's final acceptance of an Acceptance Information Doc in ITSS. GSA can authorize a full or partial acceptance, or reject outright. CSRs are also able to bypass the client authorization in this manner.
Amount to Bill to Cost	Amount GSA recommends to bill a specific citation for the accepted task item invoiced amount.
Amount to Bill to Fee	Amount GSA recommends to bill a specific citation for the fee associated with the invoice.
Matching	Process by which an Imported Invoice is linked with an Acceptance Info Doc in RBA; invoices must be matched in order to be processed in VITAP. Matching can occur automatically upon the invoice import, or be done manually by GSA.

ITSS Acceptance Info Privileges

User Role | Action	Create	Edit	View
GSA User	✓	✓*	✓
Client		✓**	✓
Contractor	✓	✓**	✓

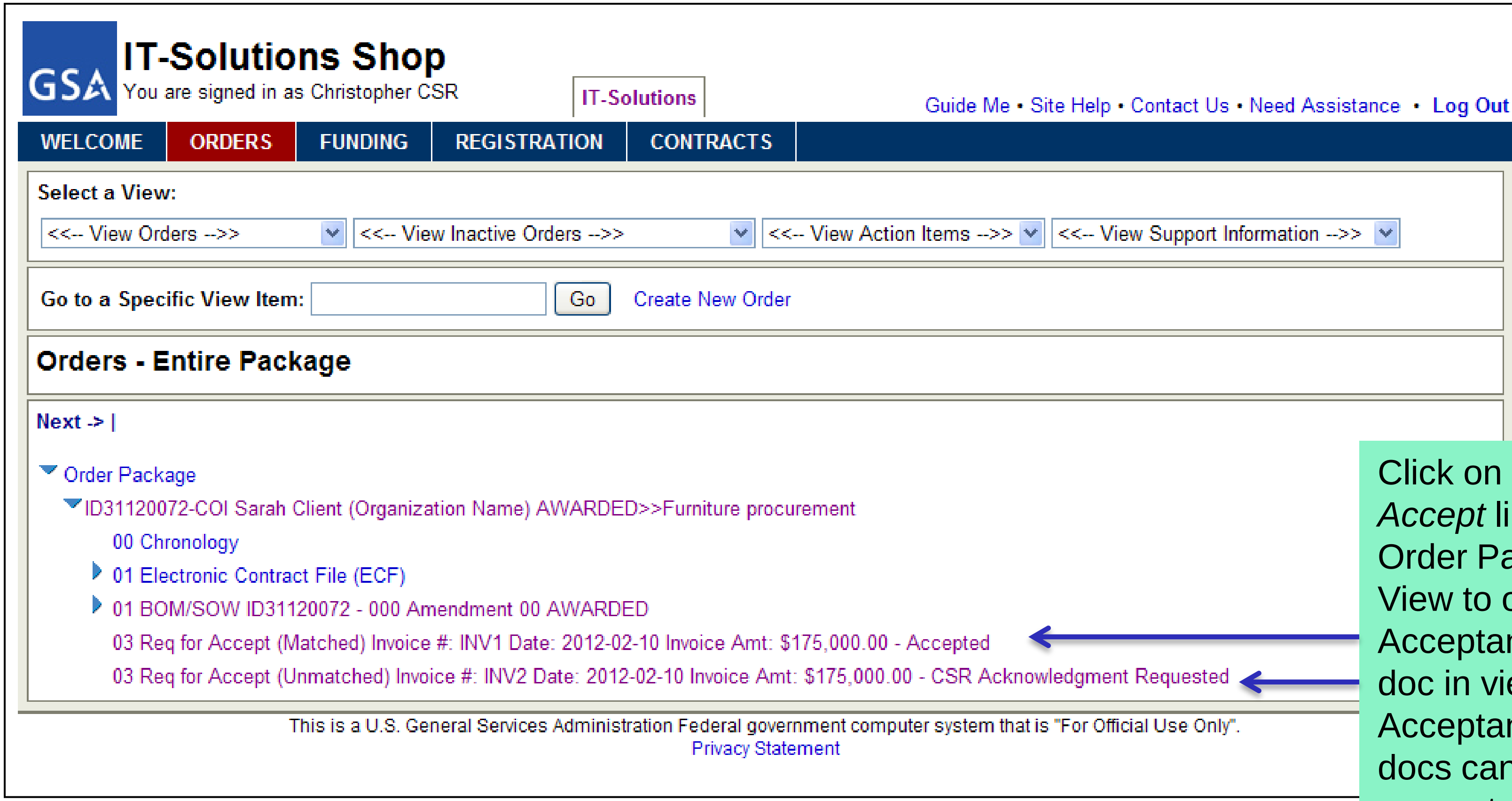
*GSA User can edit if Acceptance Info status is NOT Accepted, Partially Accepted or Rejected

**Client & Contractor can edit if status is ‘Client Acceptance Requested’

Creation of an Acceptance Information Document

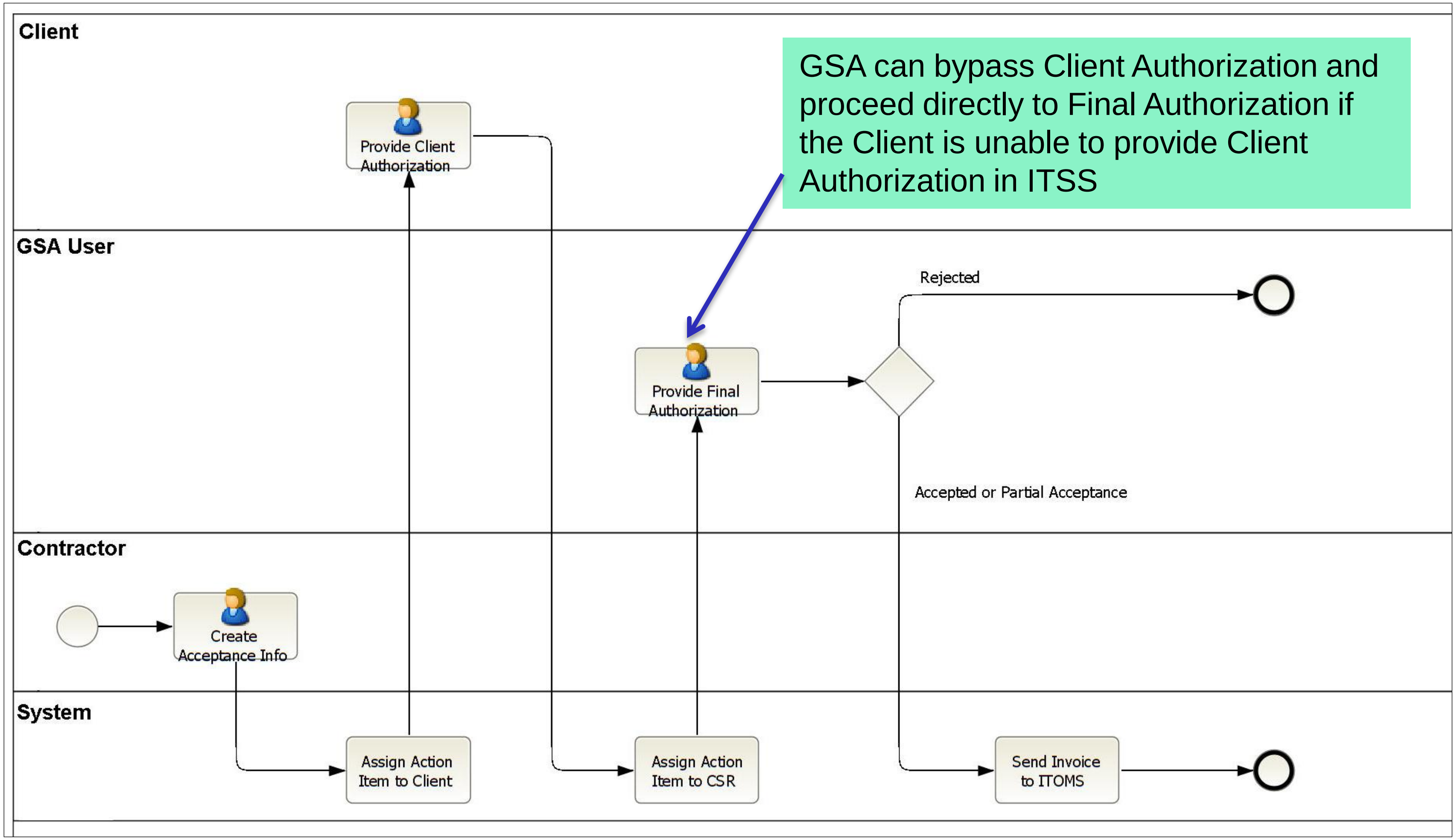
- Acceptance Information Documents can be created by GSA users and contractors any time after the basic Purchase Order is awarded

- Acceptance Information Documents accompany invoices imported from VITAP
  - Invoice amounts submitted to VITAP are a lump sum
  - Users must itemize the total invoice amount by task item using the Acceptance Information document
  - Payment of an invoice cannot be processed in ITOMS until the Acceptance Information document is matched to an invoice imported from VITAP



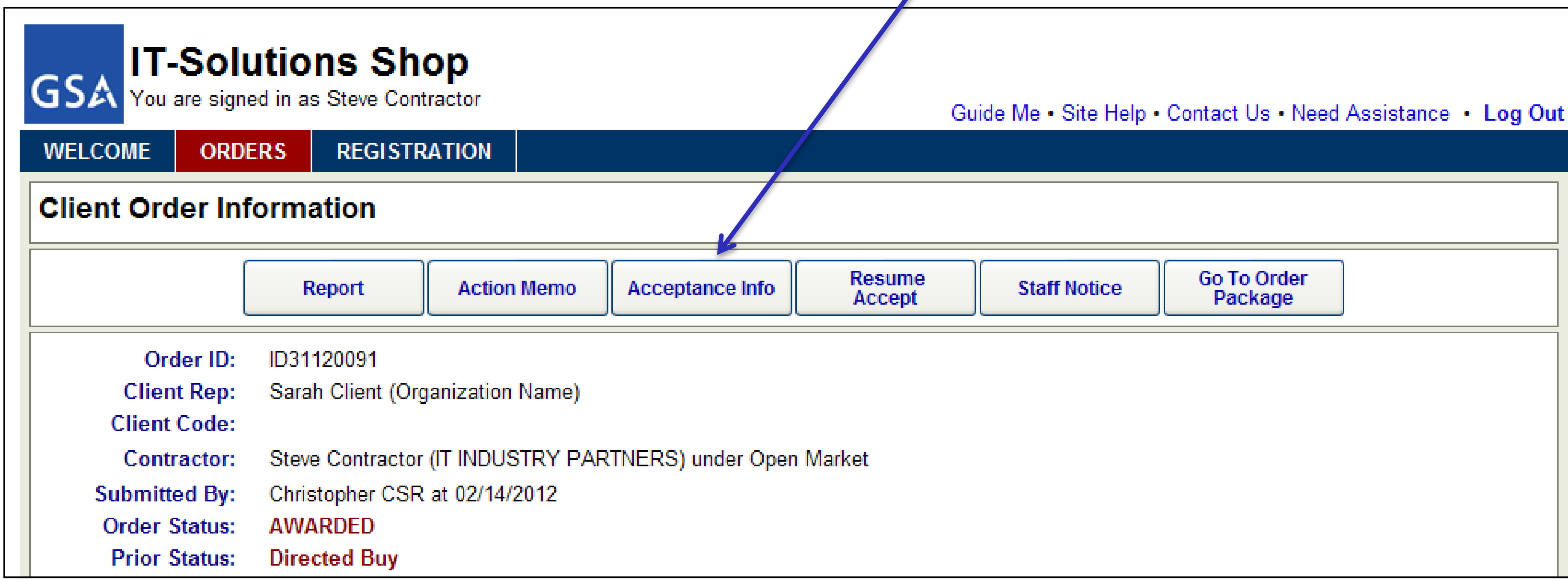
Click on the *Req for Accept* link in the Order Package View to open an Acceptance Info doc in view mode. Acceptance Info docs can only be generated after a basic order is awarded.

Within the Post-Award Workflow Context



Create an Acceptance Information Doc

The *Acceptance Info* button is displayed on the COI to GSA users and Contractors on awarded orders. Clicking *Acceptance Info* will open a new Acceptance Information document in Edit mode.



GSA **IT-Solutions Shop**

You are signed in as Steve Contractor

Guide Me • Site Help • Contact Us • Need Assistance • **Log Out**

WELCOME | ORDERS | REGISTRATION

Acceptance Information

Close Without Saving

All Fields marked with ● are required.

Submitted By: Steve Contractor at 02/14/2012

Order ID: ID31120091

Contractor: Steve Contractor (IT INDUSTRY PARTNERS) under Open Market

Status: **Client Acceptance Requested**

Date Delivered: ● Enter date delivered as **mm/dd/yyyy** (service month should be last day of service month)

02/14/2012

Enter the Date the goods/services were delivered

ACT Number: A2460307V

VITAP Stamp Date:

☐ Invoice Attached (If Attaching Invoice Provide Invoice Number below)

Invoice Number: INV2

Enter the Invoice Number. The AI document *Invoice Number* must match the VITAP Imported Invoice's *Invoice Number* to perfectly match.

Detailed Comments: ● Comments text.

Enter comments about the Invoice and/or AI document

Enter the invoice amounts per task item below:

Task Items:

Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Task Item Invoice Amount	Partial Amount Accepted
COM	0001	Furniture	n/a	n/a	02/14/2012	$80,000.00	
COM	0002	Seating	n/a	n/a	02/14/2012	$50,000.00	
FFP	0003	Installation	02/14/2012	02/14/2012	n/a	$45,000.00	
					Totals	$175,000.00	$0.00

The Amount Delivered table displays all awarded task items

Users must enter a Task Item Invoice Amount indicating the total invoice amount itemized by task item. If a task item is not being invoiced $0.00 can be entered.

Click here to calculate totals >> Calculate

Client Review Comments:

File Attachments:

Attach Files

File attachments have a maximum size limit of 50 MB per file.
File attachments must have a unique filename within the entire order.

Edit History

Submit | Close Without Saving

Enter the invoice amounts per task item below:

Task Items:

Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Task Item Invoice Amount	Partial Amount Accepted
COM	0001	Furniture	n/a	n/a	02/14/2012	$80,000.00	
COM	0002	Seating	n/a	n/a	02/14/2012	$50,000.00	
FFP	0003	Installation	02/14/2012	02/14/2012	n/a	$45,000.00	
					Totals	**$175,000.00**	**$0.00**

Click here to calculate totals >> Calculate

Client Review Comments:

File Attachments:

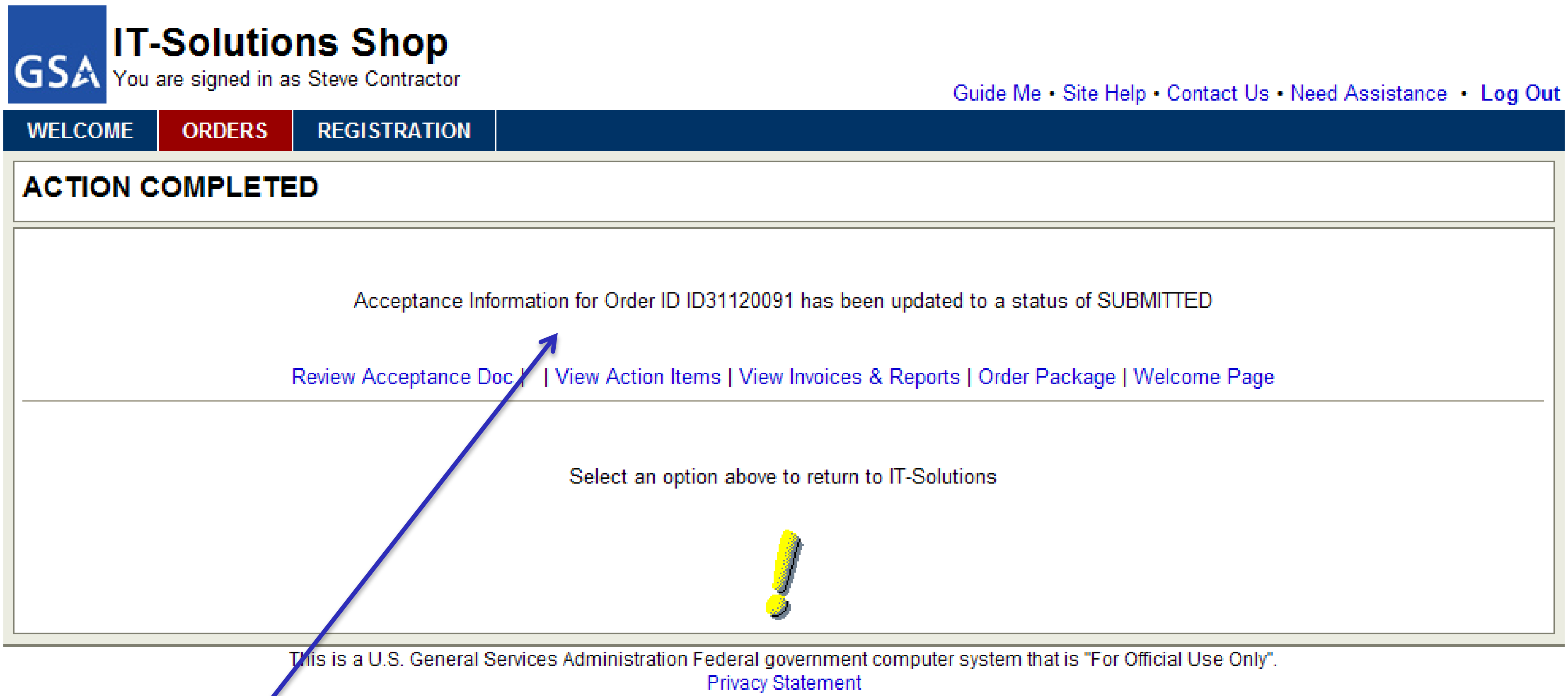
Attach Files

Update History

Edit History

Submit | Close Without Saving

Click *Calculate* to calculate the total Acceptance Information amount. Click *Submit* to validate and save the data.



Upon successful validation and submission of the form, the user is displayed a confirmation page. The Acceptance Information document status will update to *Client Acceptance Requested* and will appear as an action item on the client's ITSS Landing Page *Action Item* list.

IT-Solutions Shop

You are signed in as Sarah Client

Guide Me • Site Help • Contact Us • Need Assistance • **Log Out**

WELCOME | ORDERS | REGISTRATION

Acceptance Information

Close Without Saving

All Fields marked with ● are required.

Submitted By: Steve Contractor at 02/14/2012

Order ID: ID31120091

Contractor: Steve Contractor (IT INDUSTRY PARTNERS) under Open Market

Status: Client Acceptance Requested

Date Delivered: 02/14/2012

ACT Number: A2460307V

VITAP Stamp Date:

☐ Invoice Attached (If Attaching Invoice Provide Invoice Number below)

Invoice Number: INV2

Detailed Comments: Comments text.

When the client accesses the Acceptance Information they have the ability to accept, partially accept, or reject the AI document. GSA users give final acceptance on AI documents. Client acceptance is not systemically linked to GSA final acceptance.

Task Items:

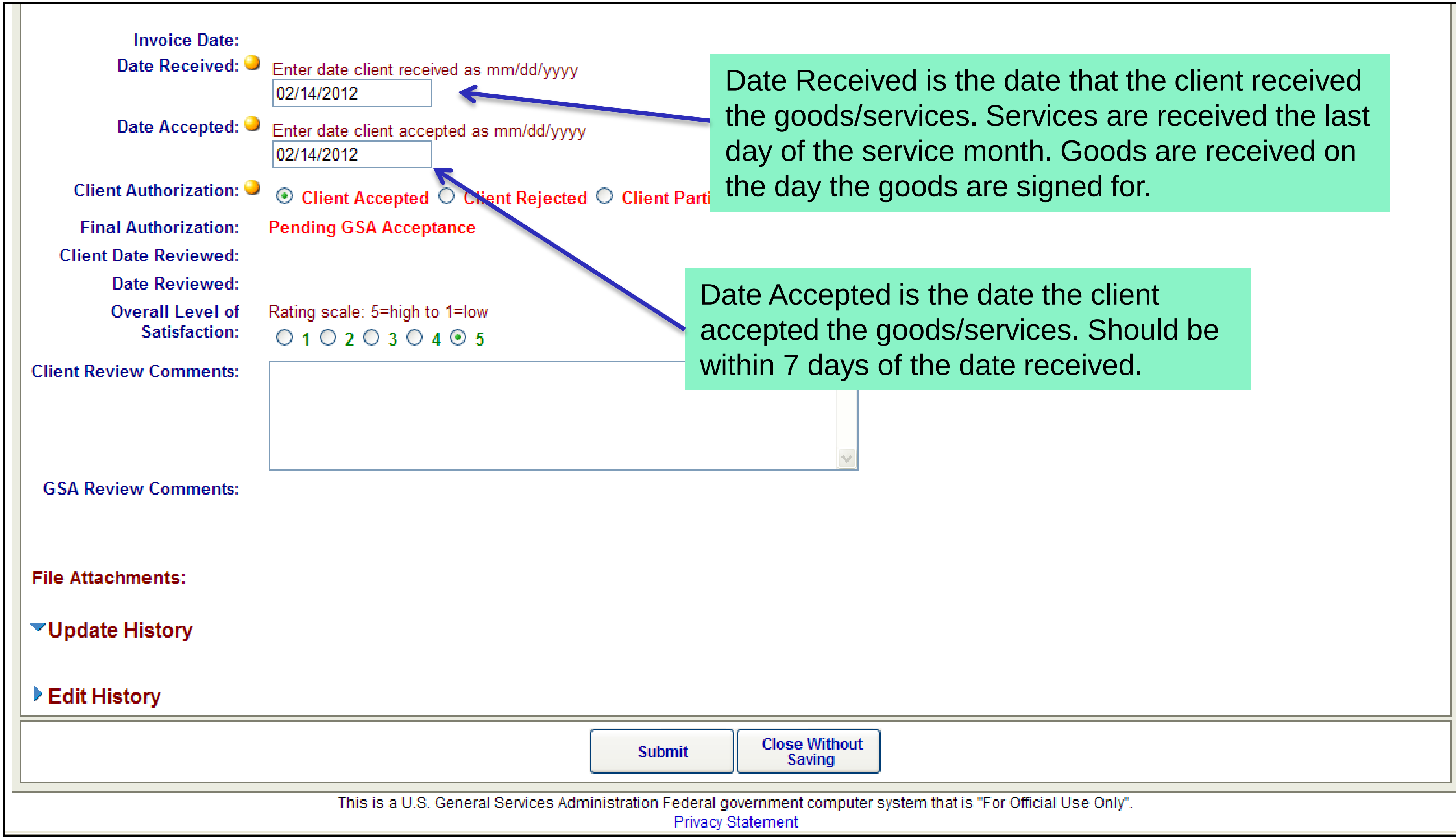
Fiscal Task Type		POP From Date	POP To Date	Delivery Date	Client Task Item Invoice Amount	Client Partial Accepted Amount (Use the fields below to indicate the task item invoice amount that is accepted in a partial acceptance situation only.)	Pa... Am... Acc...
COM		n/a	n/a	02/14/2012	$89,600.00		
COM		n/a	n/a	02/14/2012	$56,000.00		
FFP		02/14/2012	02/14/2012	n/a	$47,500.00		
	Totals				$193,100.00		

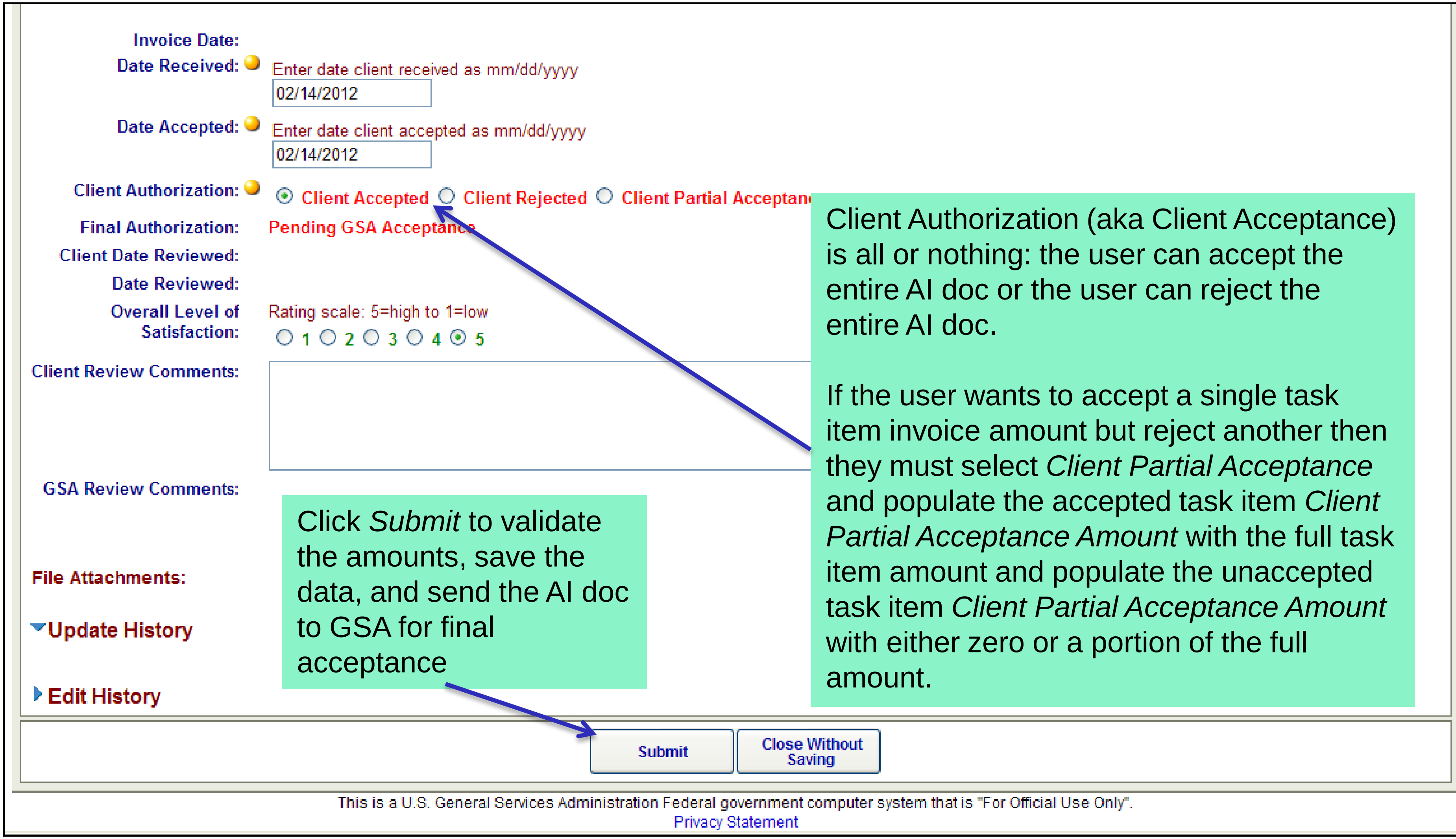
Clients are displayed the task items in a table with their corresponding task item invoice amounts.

Client *Task Item Invoice Amounts* include the GSA Fee amount per task item.

If partially accepting the invoice then clients are required to enter *Client Partial Accepted Amount* for each task item

Click here to calculate totals >> Calculate


Invoice Date:
Date Received:
Enter date client received as mm/dd/yyyy
02/14/2012
Date Accepted:
Enter date client accepted as mm/dd/yyyy
02/14/2012
Client Authorization:
Client Accepted
Client Rejected
Client Parti
Final Authorization:
Pending GSA Acceptance
Client Date Reviewed:
Date Reviewed:
Overall Level of Satisfaction:
Rating scale: 5=high to 1=low
1 2 3 4 5
Client Review Comments:
GSA Review Comments:
File Attachments:
Update History
Edit History
Submit
Close Without Saving
This is a U.S. General Services Administration Federal government computer system that is "For Official Use Only".
Privacy Statement
Date Received is the date that the client received the goods/services. Services are received the last day of the service month. Goods are received on the day the goods are signed for.
Date Accepted is the date the client accepted the goods/services. Should be within 7 days of the date received.



Invoice Date:

Date Received: Enter date client received as mm/dd/yyyy 02/14/2012

Date Accepted: Enter date client accepted as mm/dd/yyyy 02/14/2012

Client Authorization: Client Accepted Client Rejected Client Partial Acceptan

Final Authorization: Pending GSA Acceptance

Client Date Reviewed:

Date Reviewed:

Overall Level of Satisfaction: Rating scale: 5=high to 1=low 1 2 3 4 5

Client Review Comments:

GSA Review Comments:

File Attachments:

Update History

Edit History

Submit | Close Without Saving

This is a U.S. General Services Administration Federal government computer system that is "For Official Use Only".

Privacy Statement

Client Authorization (aka Client Acceptance) is all or nothing: the user can accept the entire AI doc or the user can reject the entire AI doc.

If the user wants to accept a single task item invoice amount but reject another then they must select *Client Partial Acceptance* and populate the accepted task item *Client Partial Acceptance Amount* with the full task item amount and populate the unaccepted task item *Client Partial Acceptance Amount* with either zero or a portion of the full amount.

Click *Submit* to validate the amounts, save the data, and send the AI doc to GSA for final acceptance

IT-Solutions Shop

You are signed in as Sarah Client

Guide Me • Site Help • Contact Us • Need Assistance • **Log Out**

WELCOME | ORDERS | REGISTRATION

ACTION COMPLETED

Acceptance Information for Order ID ID31120091 has been updated to a status of CLIENT ACCEPTED

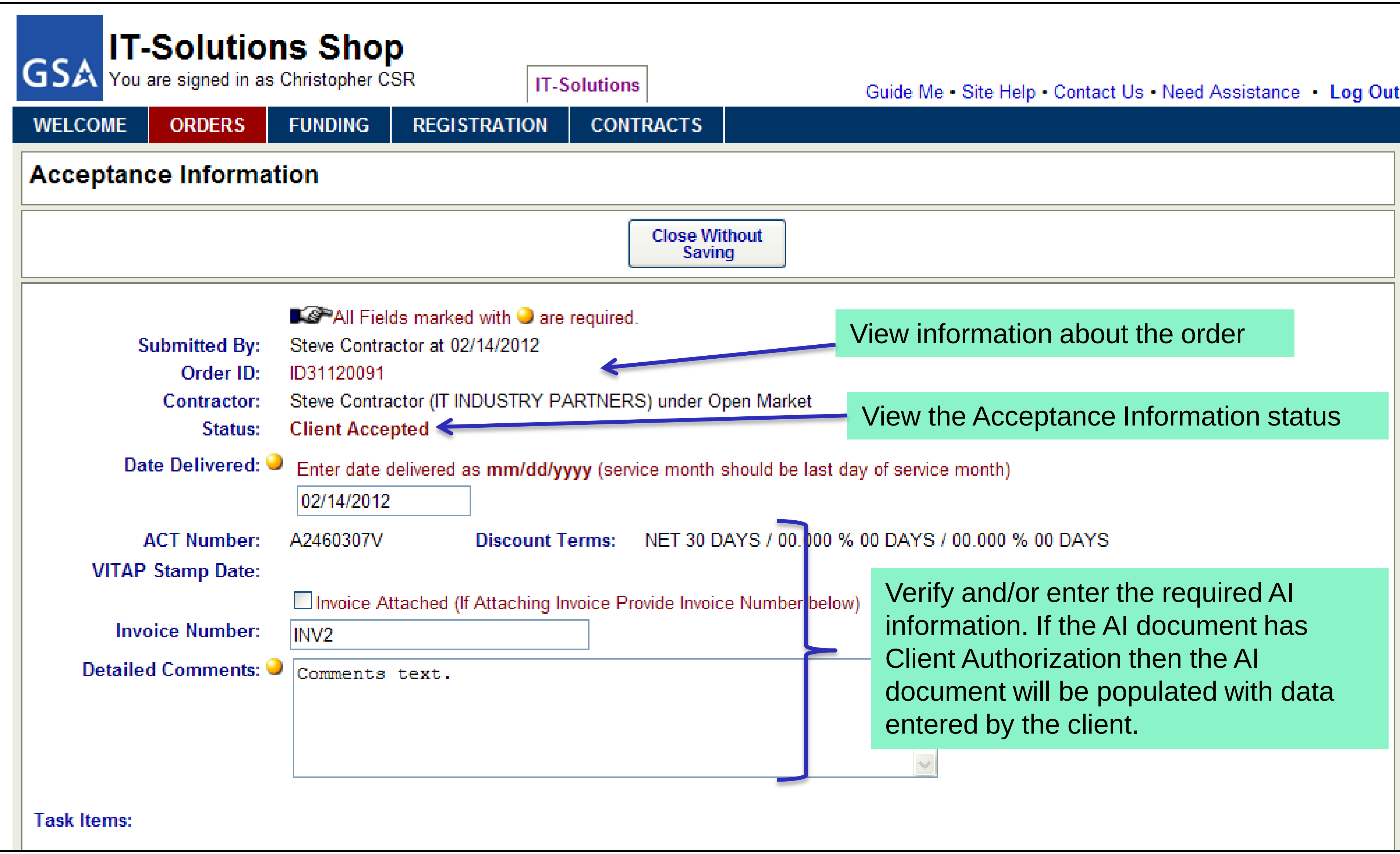
Review Client Accepted Doc | | View Action Items | View Invoices & Reports | Order Package | Welcome Page

Select an option above to return to IT-Solutions

This is a U.S. General Services Administration Federal government computer system that is "For Official Use Only".
Privacy Statement

Upon successful validation and submission of the form, the user is displayed a confirmation page. The Acceptance Information document status will update to *GSA Acceptance Requested* and will appear as an action item on the CSR's ITSS Landing Page *Action Item* list.

Acceptance Information Document / Top 1/3 of form / GSA user / Edit mode



View Acceptance Information values per task item as entered by the user who initially submitted the AI document and *Client Partial Accepted Amounts* if entered by the client

Task Items:

	Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Contractor Invoice	Type of Charge	Surcharge Rate	Flat Fee	Task Item Invoice Cost to Client	Client Partial Accepted Amount	Partial Amount Accepted Use the field (s) below to indicate the task item invoice amount that is accepted in a partial acceptance situation only.
▶	COM	0001	Furniture	n/a	n/a	02/14/2012	$80,000.00	Surcharge	12.00000000000%	$0.00	$89,600.00		
▶	COM	0002	Seating	n/a	n/a	02/14/2012	$50,000.00	Surcharge	12.00000000000%	$0.00	$56,000.00		
▶	FFP	0003	Installation	02/14/2012	02/14/2012	n/a	$45,000.00	Flat Fee	0.00000000000%	$2,500.00	$47,500.00		
						Totals	$175,000.00			$2,500.00	$193,100.00		$0.00

Click here to calculate totals >> Calculate

Click the *Calculate* button to calculate all the AI Totals

If partially accepting the invoice then a *Partial Amount Accepted* is required for each task item. For each task item, the Partial Amount Accepted value can be:

- $0.00
- between $0.00 and the full *Contractor Invoice Amount* for the task item
- the full *Contractor Invoice* amount for the task item

GSA users can recommend how the client should be billed per task item. To recommend billing amounts per citation, click on the blue twistie of the corresponding task item to expand the available obligations. Recommendations entered on this page will flow down to ITOMS during invoice processing.

Task Items:

	Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Contractor Invoice	Type of Charge	Surcharge Rate	Flat Fee	Task Item Invoice Cost to Client	Client Partial Accepted Amount	Partial Amount Accepted Use the field (s) below to indicate the task item invoice amount that is accepted in a partial acceptance situation only.
▸	COM	0001	Furniture	n/a	n/a	02/15/2012	$80,000.00	Surcharge	12.00000000000%	$0.00	$89,600.00		
▾	COM	0002	Seating	n/a	n/a	02/15/2012	$50,000.00	Surcharge	12.00000000000%	$0.00	$56,000.00		$40,000.00

Citation Information for Item No. 0002 (Seating)

Burn Order	Subtask Number	Funding Document No. (Citation Code)	Unbilled to Task Item Cost	Unbilled to Task Item Fee	Amt to Bill to Cost (Optional)	Amt to Bill to Fee (Optional)
1	02	R31Test1 (FURNTR1)	$40,000.00	$2,000.00	$30,000.00	$800.00
2	01	R31Test1 (FURNTR2)	$10,000.00	$2,000.00	$10,000.00	$2,000.00
3	03	R31Test1 (FURNTR3)	$0.00	$2,000.00	$0.00	$2,000.00

	Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Contractor Invoice	Type of Charge	Surcharge Rate	Flat Fee	Task Item Invoice Cost to Client	Client Partial Accepted Amount	Partial Amount Accepted
▸	FFP	0003	Installation	02/15/2012	02/15/2012	n/a	$45,000.00	Flat Fee	0.00000000000%	$2,500.00	$47,500.00		
						Totals	$175,000.00			$2,500.00	$193,100.00		$40,000.00

Click here to calculate totals >> Calculate

Citation information for the task item will be displayed below the task item in a table.

Task Items:

	Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Contractor Invoice	Type of Charge	Surcharge Rate	Flat Fee	Task Item Invoice Cost to Client	Client Partial Accepted Amount	Partial Amount Accepted Use the field (s) below to indicate the task item invoice amount that is accepted in a partial acceptance situation only.
▸	COM	0001	Furniture	n/a	n/a	02/15/2012	$80,000.00	Surcharge	12.00000000000%	$0.00	$89,600.00		
▾	COM	0002	Seating	n/a	n/a	02/15/2012	$50,000.00	Surcharge	12.00000000000%	$0.00	$56,000.00		$40,000.00

Citation Information for Item No. 0002 (Seating)

Burn Order	Subtask Number	Funding Document No. (Citation Code)	Unbilled to Task Item Cost	Unbilled to Task Item Fee	Amt to Bill to Cost (Optional)	Amt to Bill to Fee (Optional)
1	02	R31Test1 (FURNTR1)	$40,000.00	$2,000.00	$30,000.00	$800.00
2	01	R31Test1 (FURNTR2)	$10,000.00	$2,000.00	$10,000.00	$2,000.00
3	03	R31Test1 (FURNTR3)	$0.00	$2,000.00	$0.00	$2,000.00

	Fiscal Task	Item	Description	POP From	POP To	Delivery	Contractor	Type of	Surcharge Rate	Flat Fee	Task Item Invoice	Client Partial	Partial Amount

00.00

Click

To recommend to FSC how the *Task Item Invoice Cost to Client* amount should be billed, do the following:

1) Manually break out the *Task Item Invoice Cost to Client* by Cost and Fee:

- If you fully accept the invoice then the:
  - Total Amt to Bill to Cost is the *Contractor Invoice*
  - Total Amt to Bill to Fee is the *Task Item Cost Invoice Cost to Client – Contractor Invoice amount*

- If you partially accept the invoice then the:
  - Total Amt to Bill to Cost is the *Partial Amount Accepted* value
  - Total Amt to Bill to Fee is either *Surcharge* amount calculated from *Partial Amount Accepted* or *Unbilled Flat Fee* amount

2) For each citation listed, indicate the *Amt to Bill to Cost* and *Amt to Bill to Fee*. The following business rules are enforced:
- Sum of all *Amt to Bill to Cost* (A) values cannot exceed the Total Amt to Bill to Cost (calculated in step 1).
- Sum of all *Amt to Bill to Fee* (B) values cannot exceed the Total Amt to Bill to Fee (calculated in step 1).
- *Amt to Bill to Cost* (A) cannot exceed the *Unbilled to Task Item Cost* (C).
- *Amt to Bill to Fee* (B) cannot exceed the *Unbilled to Task Item Fee* (D).

Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Contractor Invoice	Type of Charge	Surcharge Rate	Flat Fee	Task Item Invoice Cost to Client	Client Partial Accepted Amount	Partial Amount Accepted Use the field (s) below to indicate the task item invoice amount that is accepted in a partial acceptance situation only.
COM	0001	Furniture	n/a	n/a	02/15/2012	$80,000.00	Surcharge	12.00000000000%	$0.00	$89,600.00		
COM	0002	Seating	n/a	n/a	02/15/2012	$50,000.00	Surcharge	12.00000000000%	$0.00	$56,000.00		$40,000.00

Citation Information for Item No. 0002 (Seating)

Burn Order	Subtask Number	Funding Document No. (Citation Code)	Unbilled to Task Item Cost (C)	Unbilled to Task Item Fee (D)	Amt to Bill to Cost (Op… (A)	Amt to Bill to Fee (Opt… (B)
1	02	R31Test1 (FURNTR1)	$40,000.00	$2,000.00	$30,000.00	$800.00
2	01	R31Test1 (FURNTR2)	$10,000.00	$2,000.00	$10,000.00	$2,000.00
3	03	R31Test1 (FURNTR3)	$0.00	$2,000.00	$0.00	$2,000.00

Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Contractor Invoice	Type of Charge	Surcharge Rate	Flat Fee	Task Item Invoice Cost to	Client Partial Accepted	Partial Amount Accepted
FFP	0003	Installation	02/15/2012	02/15/2012	n/a							
					T…							$40,000.00

3) You must fully distribute the Total Amt to Bill to Cost and the Total Amt to Bill to Fee (calculated in step 1) amongst the citations.

Click here to calculate totals >> Calculate

Click *Calculate* to run validations against the data to ensure that the billing recommendations are inline with the obligation amounts

Invoice Date: Enter invoice date as mm/dd/yyyy
02/10/2012

Date Received: Enter date client received as mm/dd/yyyy
02/10/2012

Date Accepted: Enter date client accepted as mm/dd/yyyy
02/10/2012

If the client entered the dates then they will be pre-populated yet editable by the GSA user

Client Authorization: Accepted

Final Authorization: ○ Accepted ○ Rejected ○ Partial Acceptance

Client Date Reviewed: 02/10/2012

Date Reviewed:

Overall Level of Satisfaction: Rating scale: 5=high to 1=low
○ 1 ○ 2 ○ 3 ○ 4 ◉ 5

Client Review Comments:

GSA Review Comments:

Final Authorization (aka GSA Final Acceptance) is all or nothing. If the user Accepts the invoice then every invoiced task item amount is accepted. If the user rejects the invoice then the entire AI doc is rejected.

Therefore, if the user wants to accept a single task item invoice amount but partially accept or reject another then they must select *Partial Acceptance* and populate the *Partial Amount Accepted* field for each task item.

File Attachments:

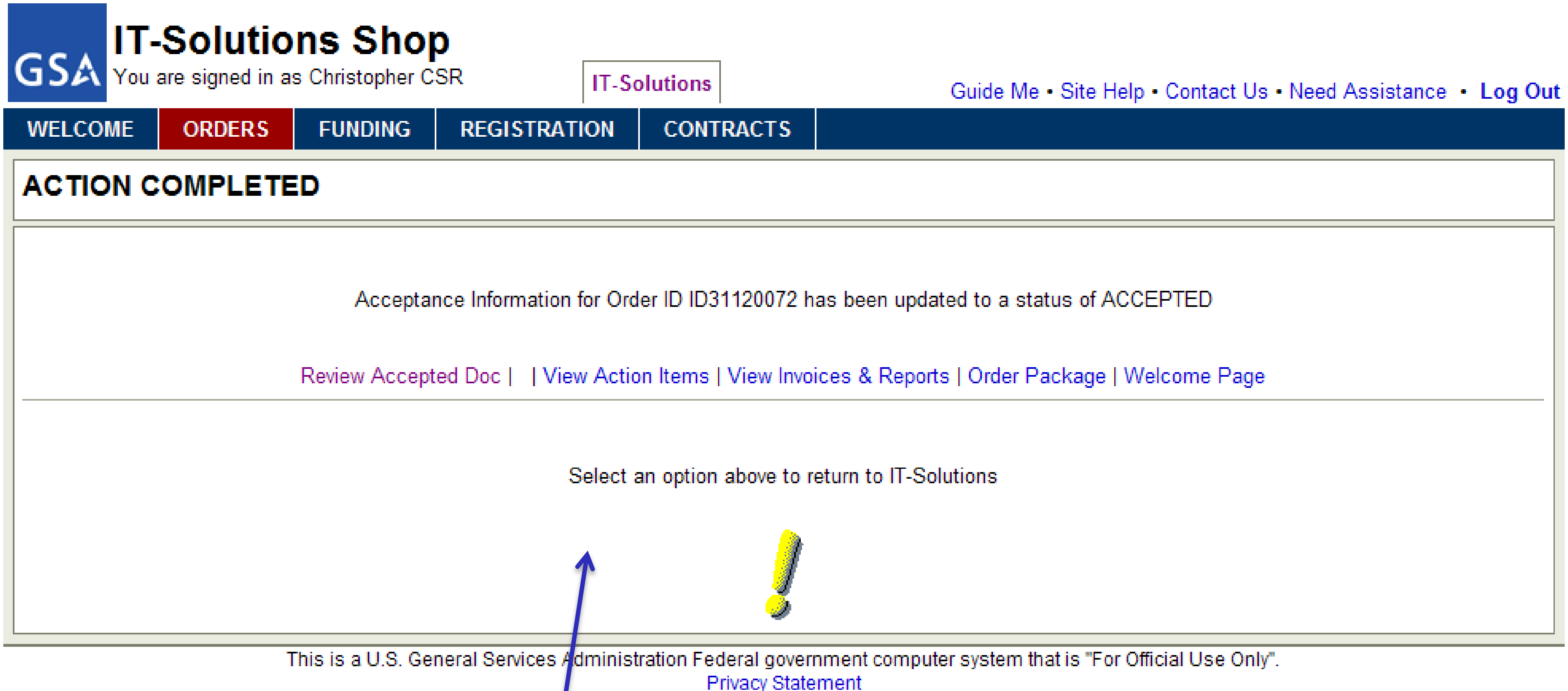
Attach Files

Update History

Click *Submit* to validate the amounts and save the data. If Final Authorization is Accepted or Partial Acceptance then the Invoice will flow down to ITOMS for further processing.

Submit | Close Without Saving

…ices Administration Federal government computer system that is "For Official Use Only".
Privacy Statement



Upon successful validation and submission of the form, the user is displayed a confirmation page. If the Acceptance Information document is matched to an Imported Invoice and the GSA Final Authorization is either Accepted or Partial Acceptance then the Invoice (with AI document information) will flow down to ITOMS for Invoice Processing.

AI to VITAP Imported Invoice Match Criteria

- For a Perfect Match, AI Document and Invoice must have the exact same:
  - *Order ID*
  - *Invoice Number*
  - *Invoice Amount*

  and the AI Document cannot be GSA Rejected.

- An AI document is eligible to be Manually Matched to a VITAP Imported Invoice, if the *Order ID* and *Invoice Amount* exactly match but the *Invoice Number* does not.
  - When manually matched, the AI Document Invoice Number will be overwritten with the VITAP Invoice Number.

GSA **IT-Solutions Shop**

You are signed in as Christopher CSR

IT-Solutions

Guide M

WELCOME | ORDERS | FUNDING | REGISTRATION | CONTRACTS

Imported Invoice Data

Create Accept | Auto Reject | Go To Order Package

An Imported Invoice Data document is created when a perfect match does not exist amongst existing Acceptance Information documents

This invoice was imported from VITAP. Please review the information below and indicate if this invoice corresponds to an existing Acceptance Information Document.

Submitted by:	VITAP IMPORT at 02/14/2012
Order ID:	ID31120089
Contractor:	Steve Contractor (IT INDUSTRY PARTNERS) under Open Market
Status:	CSR Acknowledgment Requested
Invoice Date:	02/14/2012
Act Number:	A24605925
VITAP Stamp Date:	02/14/2012
Invoice Number:	0001
Invoice Amount:	$175,000.00
Invoice Link:	Scanned Invoice Unavailable.
Pegasys Reference Number:	00000010

Imported Invoice Data comes over from VITAP as a lump sum. Invoices from VITAP are not itemized by task item.

Submitted Acceptance Information Documents:

The following options are available:

- Match imported data to an existing Acceptance Information document below.
- Click the Create Acceptance button to accept data as a new Acceptance Information document
- Click the Auto Reject button below to create a Rejected Invoice document. Select this option if your region's policy is to reject any invoice data that has no matching Acceptance Information document.

	Date	Invoice Number	Invoice Amount	Status
Match	02/12/2012	001	$175,000.00	Accepted

Users can click *Create Accept* to create an Acceptance Information document from this Imported Invoice.

Update History

If a partially matching AI document exists for the order then users have the option of manually matching it to the invoice

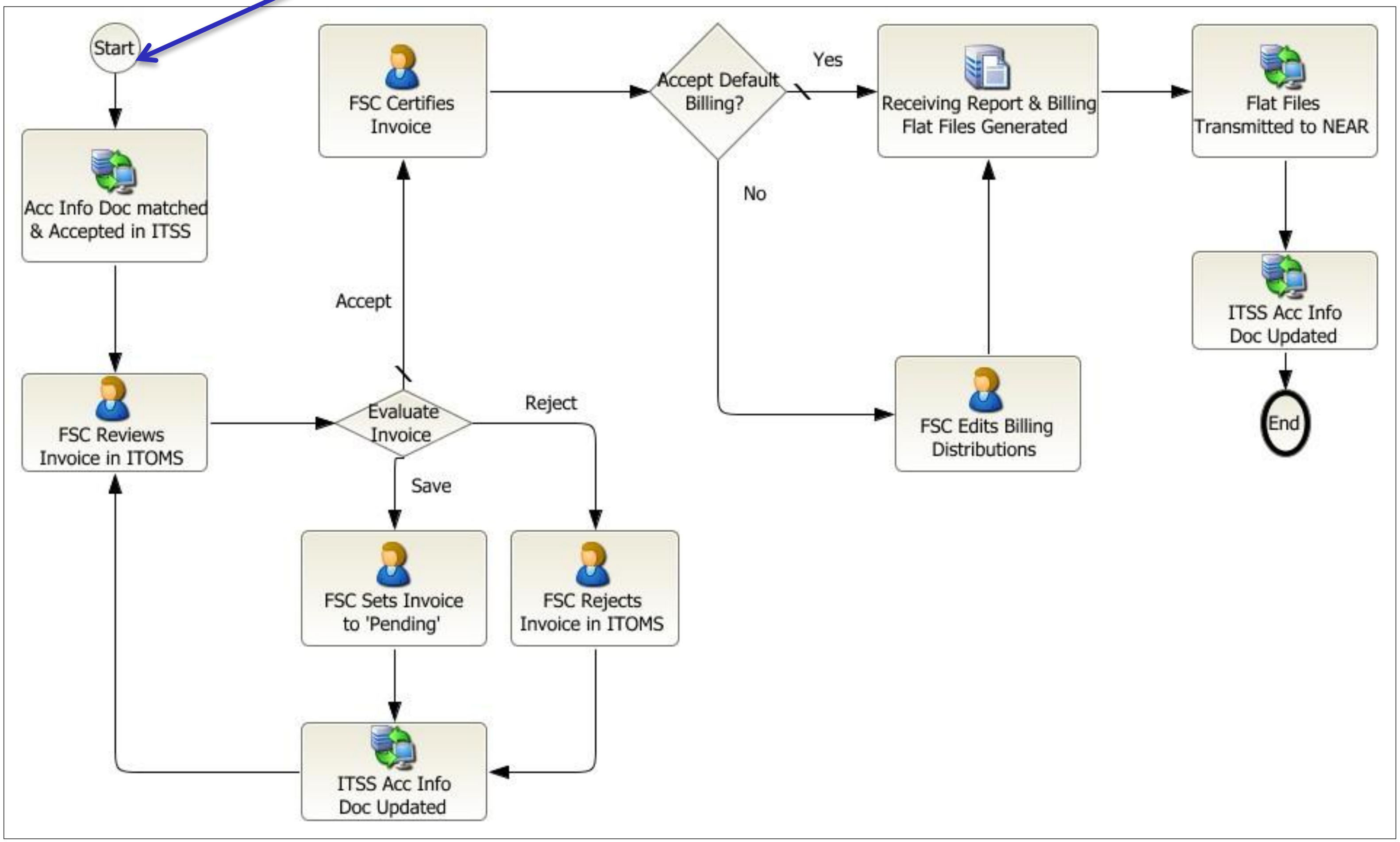
Create Accept | Auto Reject | Go To Order Package

.S. General Services Administration Federal government computer system that is "For Official Use Only".

Privacy Statement

Next Steps…

An Acceptance Information document must be matched to an Imported Invoice and either Accepted or Partially Accepted in order to be processed in ITOMS



Questions & Support

- For questions regarding AAS Policy please contact randy.matlack@gsa.gov or robert.niewood@gsa.gov
- For questions regarding the RBA Acceptance Information training module please contact RBA Technical Support:
  - Phone: (877) 472-4877
  - Email: AASBS.helpdesk@gsa.gov